



Making Payments with Nelnet

Wittenberg's Payment Partner

How-To Guides

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Office of Student Accounts

Phone: 937-327-6146

Email: studentaccounts@wittenberg.edu

Create a Nelnet Account

1. Go to the Nelnet website: <https://online.campuscommerce.com/signin/4NRPF>
2. Click on "Create a username and password".



Wittenberg University

Welcome!

If you have used Nelnet before, simply Sign In to manage your account.

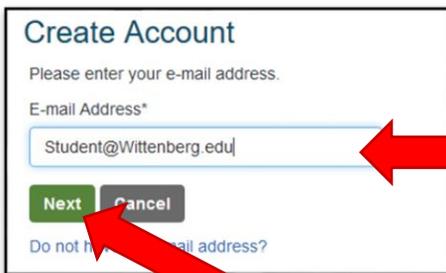
If you are new to Nelnet, click on the "Create a username & password" button to create an online account.

Have an account?
Sign in now.
Sign in

New Account
New user? Create an online account.
Create a username & password

Having difficulties? Check our FAQs.

3. Email your Wittenberg student email address. Click Next.



Create Account

Please enter your e-mail address.

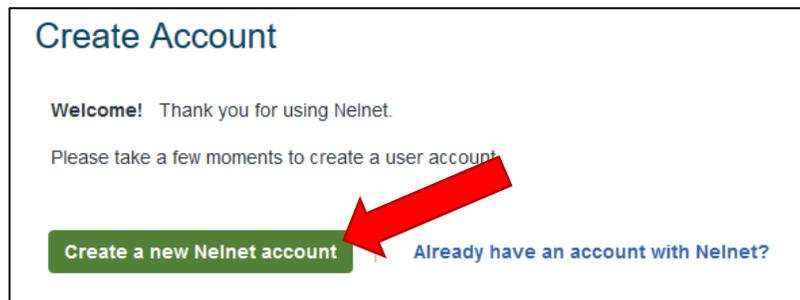
E-mail Address*

Student@Wittenberg.edu

Next Cancel

Do not have an e-mail address?

4. Click "Create a new Nelnet account".



Create Account

Welcome! Thank you for using Nelnet.

Please take a few moments to create a user account.

Create a new Nelnet account

Already have an account with Nelnet?

5. Follow the prompts and enter your student information:
 - a. Name
 - b. Address
 - c. Student ID Number
 - d. Phone, etc.
6. Set your log-in credentials and create your own unique password.

Set Login Credentials

All fields are required

Username

New Password *

Very Strong

Confirm Password *

Submit

Password Requirements

- ✓ Do not include spaces in your password
- ✓ Password must contain at least 8 characters
- ✓ Password must contain at least one letter
- ✓ Password must contain at least one number
- ✓ Password must include at least one special character: !@#%*^&*()_+.
- ✓ Password must not have any invalid special characters
- ✓ Passwords are case sensitive

7. Finish setting up your account by choosing a username and by setting up phone authorization with a personal pin and security questions. Click Submit.

Create Account

Online Account Profile

Required fields are marked with a *

Username and Password

Username*

Password*

Very Strong

Confirm Password*

4-Digit PIN*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

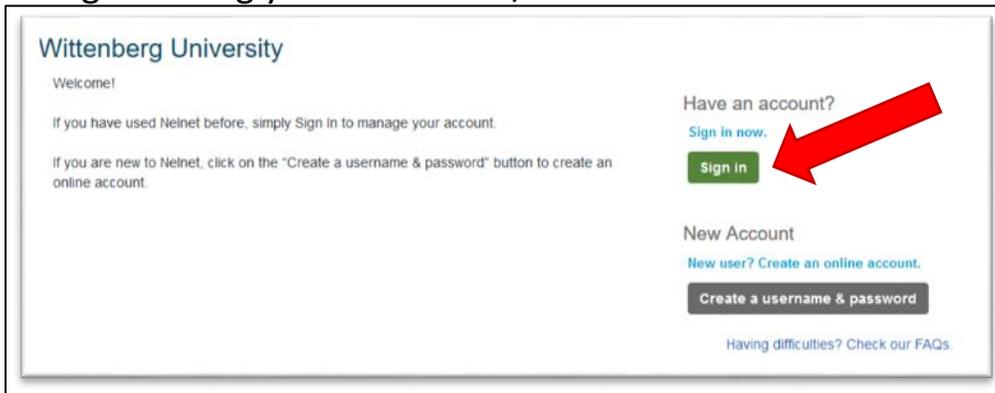
Submit Back Cancel

Do not include spaces in your password
Password must contain at least 8 characters
Password must contain at least one letter
Password must contain at least one number
Password must include at least one special character: !@#%*^&*()_+.
Password must not have any invalid characters
Passwords are case sensitive
Password cannot contain the username

Congratulations! You now have a Nelnet account. You will be able to make convenient, secure and affordable tuition payments to Wittenberg at any time!

Add a Parent/Guardian as an Authorized Payer

1. Go to the Nelnet website: <https://online.campuscommerce.com/signin/4NRPF>
2. Sign in using your Username/Email and Password.



Wittenberg University

Welcome!

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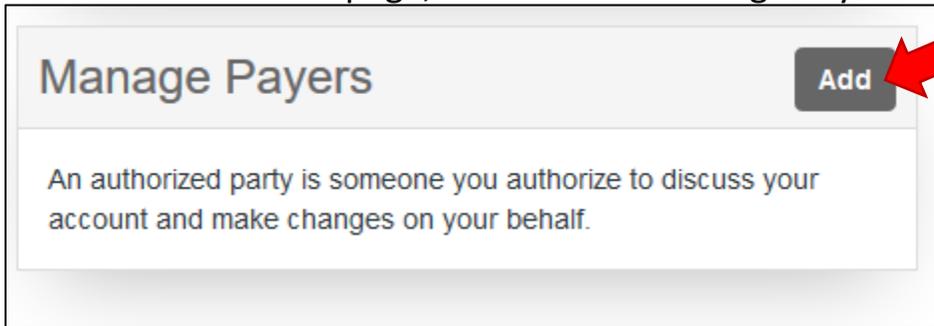
If you are new to Nelnet, click on the "Create a username & password" button to create an online account.

Have an account?
Sign in now.
Sign in

New Account
New user? Create an online account.
Create a username & password

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3. Once at the homepage, look for the "Manage Payers" Box. Click "Add".

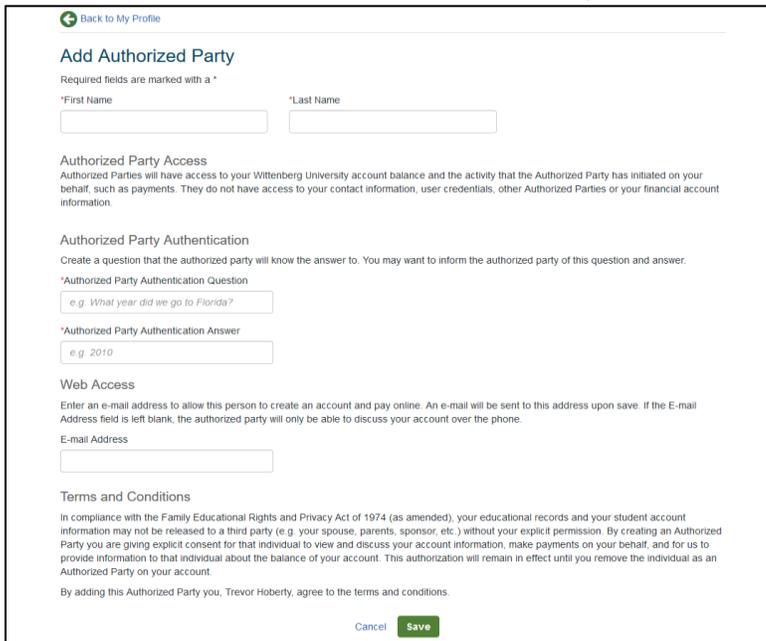


Manage Payers

Add

An authorized party is someone you authorize to discuss your account and make changes on your behalf.

4. Fill out the "Add Authorized Party" Form. Once finished, click Save.



[Back to My Profile](#)

Add Authorized Party

Required fields are marked with a *

*First Name *Last Name

Authorized Party Access
Authorized Parties will have access to your Wittenberg University account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Authorized Party Authentication
Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

*Authorized Party Authentication Question
 e.g. What year did we go to Florida?

*Authorized Party Authentication Answer
 e.g. 2010

Web Access
Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account over the phone.

E-mail Address

Terms and Conditions
In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information to that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, Trevor Hoberly, agree to the terms and conditions.

[Cancel](#) **Save**

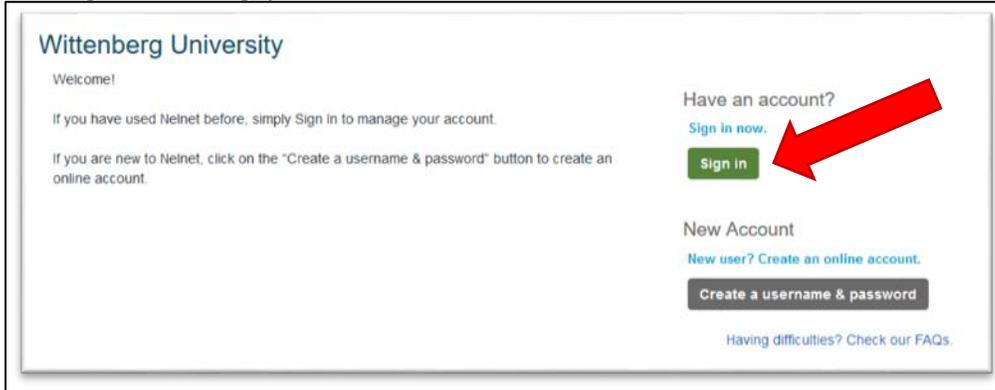
The Authorized Payer will receive a confirmation email, where they will then be prompted to create an account. Use the "Create a Nelnet Account" guide to create an authorized payer account.

Make an Online Credit Card Payment

(Processing Fees Apply)

1. Go to the Nelnet website: <https://online.campuscommerce.com/signin/4NRPF>

2. Sign in using your Username/Email and Password.



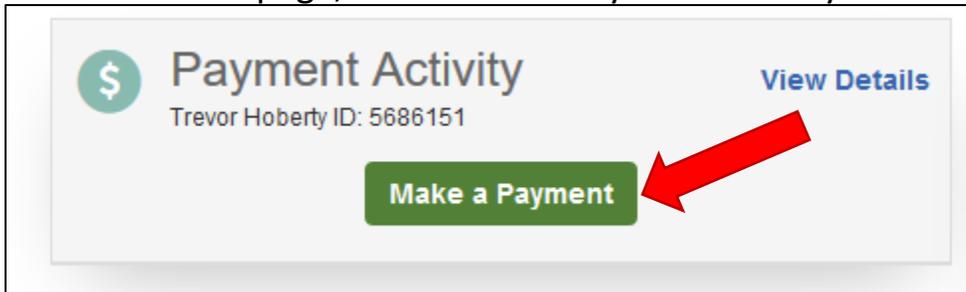
Wittenberg University
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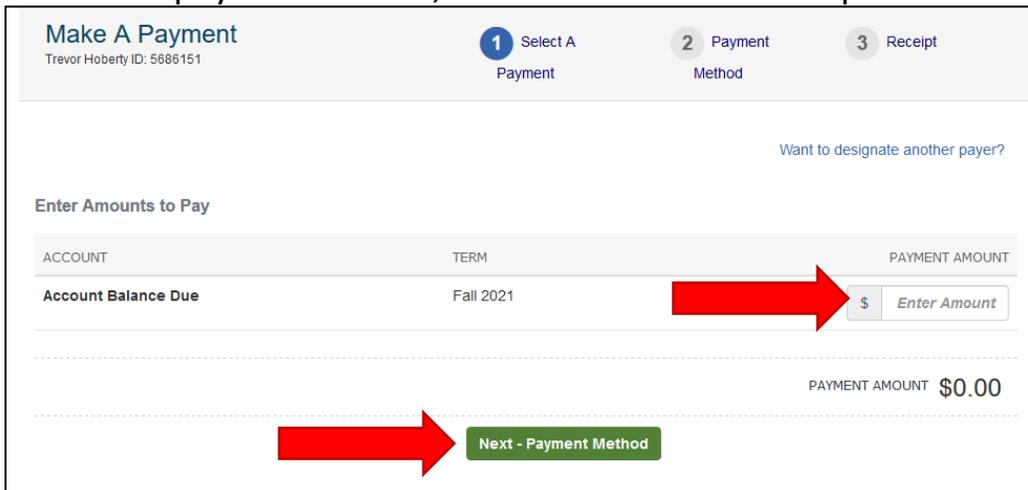
3. At the homepage, look for the "Payment Activity" box. Click "Make a Payment".



\$ Payment Activity
Trevor Hobery ID: 5686151
View Details

Make a Payment

4. On the payment screen, enter the amount to be paid. Click "Next-Payment Method".



Make A Payment
Trevor Hobery ID: 5686151

1 Select A Payment 2 Payment Method 3 Receipt

Want to designate another payer?

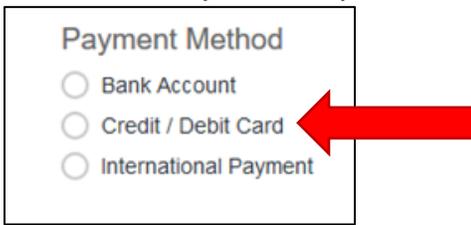
Enter Amounts to Pay

ACCOUNT	TERM	PAYMENT AMOUNT
Account Balance Due	Fall 2021	\$ Enter Amount

PAYMENT AMOUNT \$0.00

Next - Payment Method

5. Under Payment Options, select “Credit/Debit Card”.



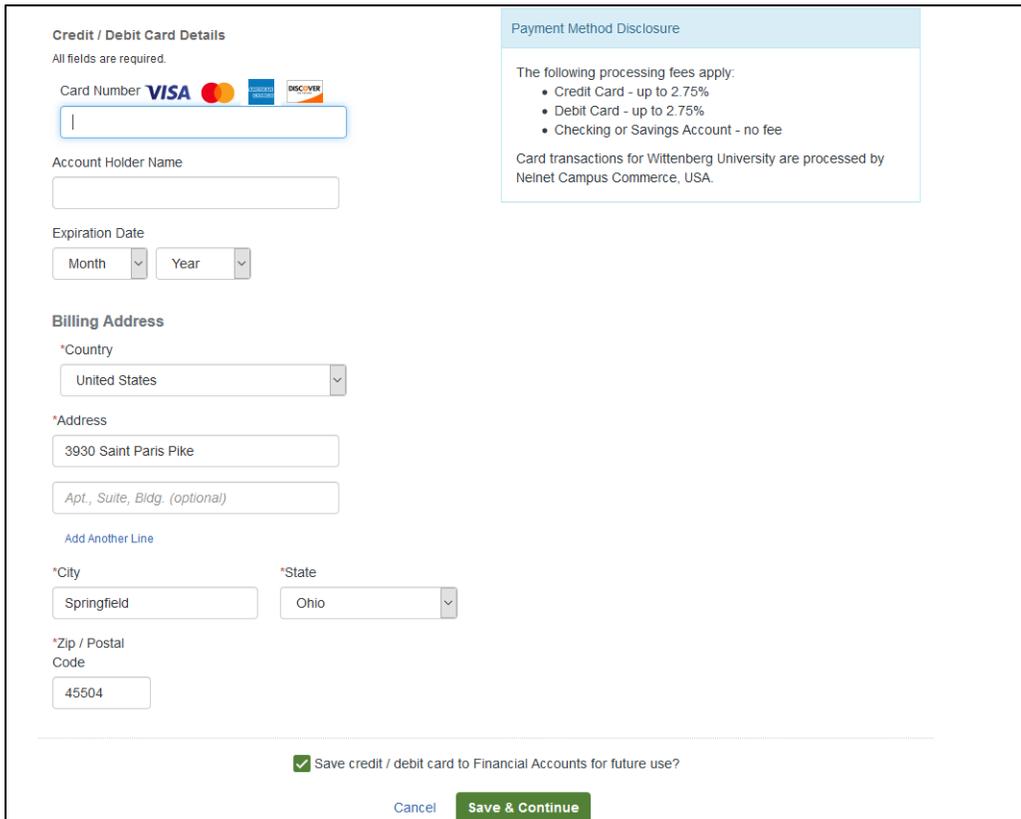
Payment Method

Bank Account

Credit / Debit Card

International Payment

6. Enter the Credit/Debit Card information as prompted.



Credit / Debit Card Details
All fields are required.

Card Number    

Account Holder Name

Expiration Date
Month Year

Billing Address
*Country
United States

*Address
3930 Saint Paris Pike
Apt., Suite, Bldg. (optional)

Add Another Line

*City
Springfield

*State
Ohio

*Zip / Postal Code
45504

Save credit / debit card to Financial Accounts for future use?

Cancel **Save & Continue**

Payment Method Disclosure
The following processing fees apply:
• Credit Card - up to 2.75%
• Debit Card - up to 2.75%
• Checking or Savings Account - no fee
Card transactions for Wittenberg University are processed by Nelnet Campus Commerce, USA.

7. Click “Save & Continue”.

8. Proceed to Receipt screen. You may print a receipt and it will also be emailed.

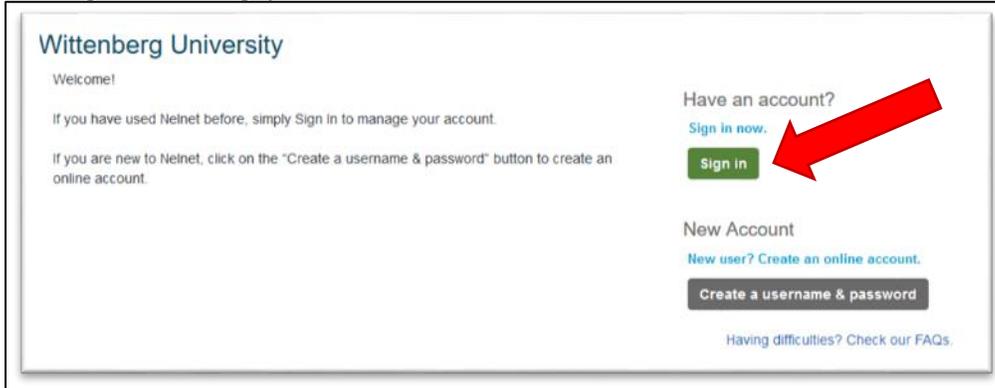
Congratulations! You have successfully made a payment to Wittenberg!

Make an Electronic Check Payment

(Directly from your checking/savings bank account)

1. Go to the Nelnet website: <https://online.campuscommerce.com/signin/4NRPF>

2. Sign in using your Username/Email and Password.



Wittenberg University
Welcome!

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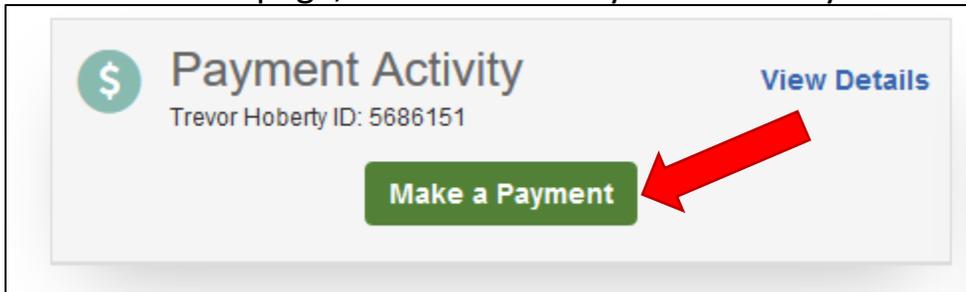
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New user? Create an online account.
Create a username & password

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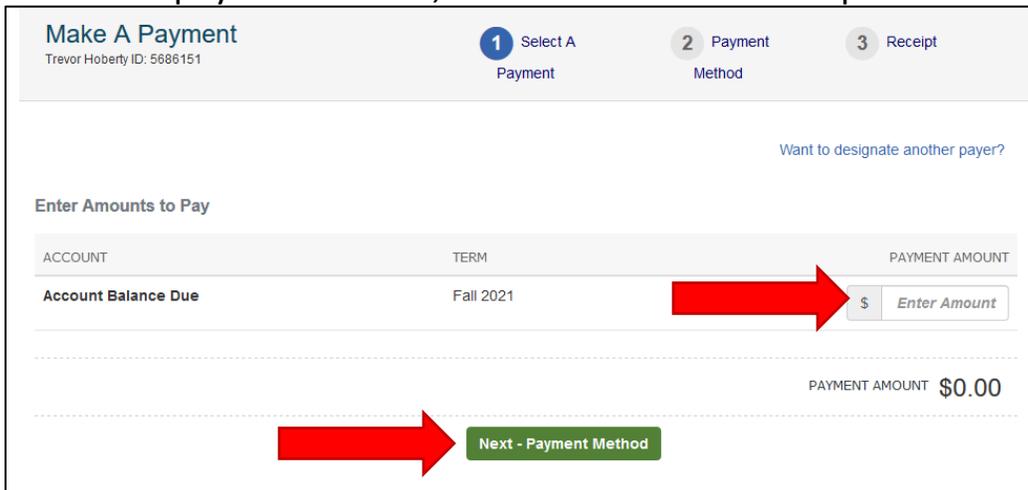
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Trevor Hobery ID: 5686151
View Details

Make a Payment

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Make A Payment
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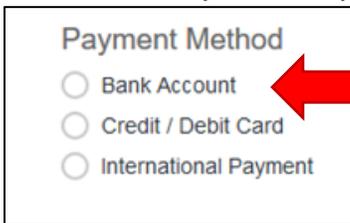
Enter Amounts to Pay

ACCOUNT	TERM	PAYMENT AMOUNT
Account Balance Due	Fall 2021	\$ Enter Amount

PAYMENT AMOUNT \$0.00

Next - Payment Method

5. Under Payment Options, select “Bank Account”.



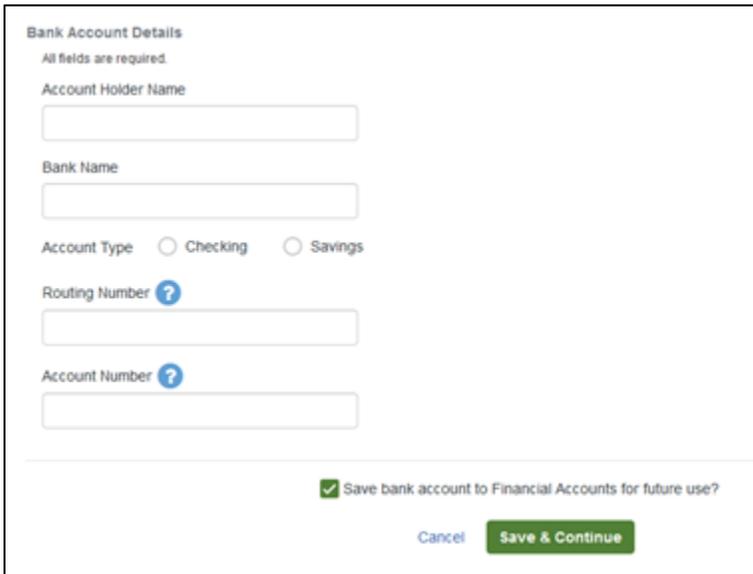
Payment Method

Bank Account

Credit / Debit Card

International Payment

6. Enter the account information as prompted.



Bank Account Details

All fields are required.

Account Holder Name

Bank Name

Account Type Checking Savings

Routing Number ?

Account Number ?

Save bank account to Financial Accounts for future use?

Cancel Save & Continue

7. Click “Save & Continue”.

8. Proceed to Receipt screen. You may print a receipt and it will also be emailed.

Congratulations! You have successfully made a payment to Wittenberg!